

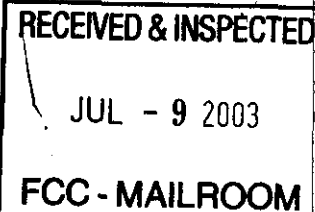
**Ross-Hill Academy**

**Elementary K-5**  
3111 Elmwood  
Detroit, MI 48207  
(313) 922 -8088

**Middle School 6-8**  
317 Harper  
Detroit, MI 48207  
(313) 875 - 2207

Wednesday, July 09, 2003

Request for Waiver  
Federal Communications Commission  
Office of the Secretary  
445 - 12<sup>th</sup> Street, SW  
Washington, DC 20554



CC Docket Nos. 96-45, 97-21, and 02-6

Re: Form Identifier: ROSSHILL-ELM  
Form 471 Application Number: 358015  
Funding year 2003 Form 471 Certification Postmarked Outside of Window.

Four 471-forms were submitted to the SLD electronically before the filing window of February 6, 2003. We mailed our block-6 signature forms in one certified mailing to the SLD postmarked on the deadline date of February 6, 2003. The problem is, we accidentally mailed two signed copies of the block-6 471-form for 358041, and none for 358015.

The 471-form block-6 for 358015 was signed but mistakenly left out in our mailing to the SLD. The 471-form for 358015 is for Internet Access.

We did not notice the error until we called the SLD help desk, asking for status of the 471-form 358015. They informed us, that they never received the signature block-6 for the form in question. We informed them all the forms were sent certified mail (see attachment: confirmation number ER 119165021US). The SLD traced the mailing, and verified that they did in fact receive four signed copies of the 471-forms block-6, but that they had received two signed copies of the 471-form for 358041, and nothing for 358015. One of the 358041 should have been for 358015. The SLD received the following forms in our mailing:

2 signed block-6 471-forms for Application Number 358041  
1 signed block-6 471-form for Application Number 363290  
1 signed block-6 471-form for Application Number 363348.

Realizing the mistake, the SLD help desk advised us to submit block-6 (which we did), and they would file the form as "Certified - Outside of Window".


No. of Copies rec'd 0+1  
List ABCDE

We understand how important *deadlines* are as part of this process. We had every intention to send four signed block-6 471-forms, one for every 471-form we submitted. We decided to file four separate forms, based on reading the FAQ sections of the SLID web site. Had we filed one simple form we would not have been victimized by this unfortunate mistake.

As you know, Internet access is very important for schools, and needed to prepare our students for the future. The students should not be deprived of this, because of our unfortunate mistake. We had every intention to send the signed block-6 for 358015 along with the other 471 block-6 forms by the February 6, 2003 deadline.

Please carefully review our situation and overturn this decision. If you have any questions, please feel free to call me on (313) 922-8088, or email me at [phscott48207@yahoo.com](mailto:phscott48207@yahoo.com).

Sincerely,



Patricia H. Scott Ed. D.  
Principal, Ross-Hill Academy

Attachments.

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<p>■ Complete items 1, 2, and 3. Also, complete item 4 if Restricted Delivery is desired.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of your mail piece or on the front if space permits.</p>		<p>A. Signature  <b>X PEARSON GOVT SOLUTIONS</b>  <b>MAIL AGENT</b></p>	
<p>1. Article Addressed to:</p> <p><i>SLD Farm 401</i>  <i>66415 Smith</i>  <i>4133 N. Main St</i>  <i>Okemos, MI 48864</i></p>		<p>B. Received by (Print name)  <b>EDDIE K. KILGUS</b></p>	
<p>2. Article Insured for:</p> <p><i>\$1000</i></p>		<p>C. Is delivery Address Restricted?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	
<p>3. Return Address (Must be printed)</p> <p><i>PEARSON GOVT SOLUTIONS</i>  <i>19 K...</i></p>		<p>Service Type:  <input type="checkbox"/> Certified Mail <input checked="" type="checkbox"/> Registered Mail  <input type="checkbox"/> Registered Mail <input type="checkbox"/> Signature Required</p>	
<p>PS Form 3841, August 2001</p>		<p>PS Form 3841, August 2001</p>	

UNITED STATES POSTAL SERVICE

1 5 5 5

• Sender: Please print your name, address, and ZIP+4 in this box.

*PAT SCOTT*  
*Ross Hill Academy*  
*314 Elmwood*  
*Detroit, MI 48207*

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1 5 5 5



**Universal Service Administrative Company**  
Schools & Libraries Division

**FUNDING YEAR 2003 FORM 471 CERTIFICATION  
POSTMARKED OUTSIDE OF WINDOW**

June 23, 2003

PATRICA H. SCOTT  
ROSS HILL ACADEMY  
3111 ELMWOOD  
DETROIT, MI 48207

Re: Applicant's Form Identifier: ROSSHILL-ELM  
Form 471 Application Number: 358015

Dear PATRICA H. SCOTT:

We are sending this letter to thank you for your recent Form 471 application. Your Form 471 Certification was postmarked on 06/06/2003, which is AFTER the 2003-2004 filing window closed at 11:59 p.m. EST on February 6, 2003.

Program rules require us to hold your application pending final review of those applications that were filed within the filing window. If at that time, we determine that funding applications that were submitted within the application filing window will not fully utilize all the funds available for this Funding Year, we will consider applications filed outside the window in the order they were received. If we determine in-window applications will fully utilize the funds available, your application WILL BE DENIED.

For more information about the processing of 2003-2004 applications, about funding for applications filed after the close of the filing window or about plans for the 2004-2005 application process, please visit our web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or call the Client Service Bureau at 1-888-203-8100.

**TO APPEAL THIS DECISION:**

If you wish to appeal the decision indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Out of Window Letter you are appealing. Indicate the relevant funding year and the date of the letter. Your letter of appeal must also include the applicant name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.
3. When explaining your appeal, include the precise language or text from the letter that is at the heart of your appeal. By pointing us to the exact words that give rise to your appeal, the SLD will be able to more readily understand and respond

appropriately to your appeal. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.

4. Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau. We encourage the use of either the e-mail or fax filing options to expedite filing your appeal.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be RECEIVED BY THE FCC WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by calling the Client Service Bureau. We strongly recommend that you use either the email or fax filing options because of continued substantial delays in mail delivery to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division  
Universal Service Administrative Company